TOPIC 1: INTRODUCTION TO POSITION CONTROL

The SAM II HR/Payroll Position Control processes support the creation and authorization of positions. The management of positions by updating information, reallocating, restricting, holding, and inactivating are also functions that are available. Position control is the first step in the human resources process and plays an integral role in the establishment of pay for future employees. This course is designed to review the policies and processes involved with the position control.

At the end of this topic, you will be able to:

- Describe the Position Control process
- Describe the functions of the different transactions used in Position Control

POSITION CONTROL PROCESS CHART

Step 1: REFERENCE TABLES

- Title (TITL)
- Sub-Title (STTL)
- Civil Service Status (CIVS)
- Pay Class (PYCL)

Step 3: MAINTAINING POSITIONS

- Maintain Position Info (PSMT)
- Reallocate a Position (PSMT)
- Hold a Position (PSMT)
- Restrict a Position (PSMT)
- Inactivate a Position (PSMT/PAMT)
- Change Incumbents or FTEs (PAMT)
- Change Overfill Capacity (PAMT)

Step 2: ESTABLISHING POSITIONS

Complete the Position Status Maintenance (PSMT)

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Complete the Position Authorization (PAMT)

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Complete the Position User Defined Windows (PUD1, PUD2, PUD3) as required.

Step 4: POSITION CONTROL INQUIRIES

- Position Folder (QPSTF)
- Position by Title Inquiry (QPTL)
- Position Roster (QPSR)
- Title Categories for Title (QTCT)
- Position Status Inquiry (QPST)
- Position Authorization Inquiry (QPAT)

POSITION CONTROL PROCESS

The State of Missouri requires that a position be active and authorized before anyone can be established as an employee. The SAM II HR/Payroll System supports the duties and decisions necessary for staff planning, position monitoring, and position analysis. The Position Control subsystem maintains position status, position history and job groups or titles. The following topics explain how to create a new position; define the number of incumbents allowed in a position and the allowable full-time equivalents (FTEs) for that position; change/maintain basic position information; view and enter miscellaneous position control information; and look up position information via queries and reports. All agencies, UCP and Non-UCP, are required to use Position Control and must therefore utilize these procedures.

Reference Tables

There are four reference tables that provide information that will have an impact on the pay for any employee associated with a position. They also contain other information that is important in the establishment of a position, an employee, and in trouble shooting any questions. Since these tables have an impact throughout the Position Control process, they are reviewed first. These key references tables are:

- **TITLE (TITL) –** This table includes information on FLSA exemption, EEO category, title group, occupational group, grade, union membership and salary minimum and maximum.

- **SUB-TITLE (STTL) –** This table identifies pay, leave deduction policies, FLSA profiles and client profiles that impact a title.

- **CIVIL SERVICE STATUS (CIVS) –** This table identifies whether a position is designated as a Uniform Classification and Pay (UCP) or Non-UCP position. If UCP, it also identifies the position as merit or non-merit.

- **PAY CLASS (PYCL) –** This table stores codes that define groupings for employees who are paid in an identical manner.

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Step 2: ESTABLISHING POSITIONS

1. Complete the Position Status Maintenance (PSMT)
2. Complete the Position Authorization (PAMT)
3. Complete the Position User Defined Windows (PUD1, PUD2, PUD3) as required.

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POSITION CONTROL PROCESS

Establishing Positions

Establishing a position is a three step process. The **first step** is the completion of the Position Status Maintenance (PSMT) window which is used to establish basic position information. An employee cannot be established in the system without being tied directly to an established position. The **second step** is the completion of the Position Authorization (PAMT) window which is used to define the number of incumbents and FTEs allowed for a position. Most positions are established on a one position to one employee basis. Exceptions may include positions, such as seasonal workers, where many incumbents can be associated with one position. The process for initiating and applying the final approvals to the PSMT and PAMT are slightly different based upon whether you are a UCP or Non-UCP agency.

The **final step** in the process involves the Position Control User Defined Windows. These three windows have been defined by the State of Missouri to record additional information that may need to be tracked, but isn't captured anywhere else in the SAM II system. The Position Control User Defined Window 1 (PUD1) displays special conditions that may be associated with a position. Agencies are limited to "view only" status of this window. (Note: Non-UCP agencies do not have access to the PUD1 window.) The Position Control User Defined Window 2 (PUD2) is used to record specialty codes, if any exist, for a position. The Position Control User Defined Window 3 (PUD3) can be used at the agency's discretion to record miscellaneous position control information.

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POSITION CONTROL PROCESS

Maintaining Positions

Once a position has been established it must be maintained. Maintenance of a position involves not only updating basic information but also managing how the position will be viewed by the system. For example, you may want to inactivate a position because you have met the need through another mechanism. The maintenance actions for a position include:

Maintaining Position Information – This involves keeping the information entered on the PSMT up to date. For example, if you need to put an active budgeted position on hold, you change the position status from Active to Hold status.

Reallocating a Position – This involves changing the position's title and, in some cases, a position's title category. For example, you have a Computer Information Technologist position that needs to be changed to a Computer Information Technologist Supervisor. You would do this through the reallocation process. You can reallocate a position whether or not it is vacant.

Holding a Position – This indicates that a position is temporarily unable to be filled. You can put a position on hold whether or not it is vacant. For example, you have an employee who will be retiring two months from now. Before you fill the position, you want to review the job responsibilities with other positions within your department to make sure that filling the current position is the best decision. To make sure that the position is not filled erroneously, you would put the position on hold. Once you were ready to fill the position, you would remove the hold.

Restricting a Position – This performs the same function as a hold, except that it is initiated by the Division of Personnel for UCP agencies or by the designated staff members for Non-UCP agencies.

Inactivating a Position – This is done when you have determined that a position will no longer be filled or budgeted by your agency. The State of Missouri requires that a position be vacant before it is inactivated. It must be reactivated before it can be filled.

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POSITION CONTROL PROCESS

Maintaining Positions (Continued)

Change Incumbents or FTEs – This is done when you need to change how many people can be assigned to a position or how many FTEs can be assigned. For example, you may have a seasonal position that you originally set up to have 8 incumbents and 4 FTEs as your maximum. However, you now realize that you need to be able to have up to 10 incumbents and 7 FTEs as your maximum. You would use the PAMT to perform this change.

Change Overfill Capacity – This is done to allow you to assign more employees to a position that is allowed through either the designated incumbents or FTEs. For example, you may have an employee who will be retiring and you want to hire their replacement at one month before the retiree leaves. You would need to be able to overfill the position to do this.

Note: The State of Missouri will only allow overfill in certain situations.

POSITION BUDGET CONTROL PROCESS

STEP 1: REFERENCE TABLES

- Expense Category (PEXP)
- Position Budget Status (PSBS)

STEP 2: BUDGETING POSITIONS

- Complete the Position Budget Maintenance (PBMT)

STEP 3: POSITION ACTUAL EXPENDITURES FROM PAY CYCLE

- Offline Processes
  - Position Control Accounting Interface (HK00100C)
  - Position Control General Ledger Report (HK00200C)

STEP 4: INQUIRIES

- Position Agency Budget [Months 1-6] (QPAB)
- Position Agency Budget [Months 7-12] (QPA2)
- Position Organization Budget [Months 1-6] (QPOB)
- Position Organization Budget [Months 7-12] (QPO2)
- Position Budget vs. Actuals [Months 1-6] (QPBA)
- Position Budget vs. Actuals [Months 7-12] (QPB2)

POSITION CONTROL PROCESS

Position Budgeting

The Position Budget functionality is optional and its use will be determined by Agency policy. SAM II HR/Payroll will provide a management information tool that will track position costs. It is not directly linked to any accounting or appropriation attributes.

The Position Budget Maintenance (PBMT) transaction will be used to track information by position. It can be set up so that an agency can track positions at the agency, organization, or position level. Again, this will be determined by Agency policy. Two reference tables (Expense Category (PEXP) and Position Budget Status (PSBS) provide set-up information that must be established before the position budgeting process can begin.

Budgeting positions is accomplished through the completion of the Position Budget Maintenance (PBMT) transaction. The PBMT is used to set up the budget for each expense category the agency, organization, or position will be using in the upcoming fiscal year. The total budget can be broken down monthly, quarterly, or semi-annually over a fiscal year. A position budget can be set up based on dollar amounts, time amounts, or units. The information entered through the PBMT updates Position Budget inquiry windows.

The inquiries that stores records entered through the PBMT can also be updated with actual position expenditures from each pay cycle. Two offline processes are involved in bringing in actual expenses: Position Control Accounting Interface and Position Control General Ledger Report. As a result, users can compare the position budget vs. position actual expenditure on Position Budget inquiries.

POSITION CONTROL INQUIRIES

- Position Authorization Inquiry (QPAT)
- Position Roster (QPSR)
- Position Status Inquiry (QPST)
- Position Folder (QPSTF)
- Positions by Title Inquiry (QPTL)
- Title Categories for Title (QTCT)
- Position Agency Budget Inquiry [Months 1-6] (QPAB)
- Position Agency Budget Inquiry [Months 7-12] (QPA2)
- Position Organization Budget Inquiry [Months 1-6] (QPOB)
- Position Organization Budget Inquiry [Months 7-12] (QPO2)
- Position Budget vs. Actuals [Months 1-6] (QPBA)
- Position Budget vs. Actuals [Months 7-12] (QPB2)

POSITION CONTROL PROCESS

Position Control Inquiries

Inquiries are on-line windows that provide information in a compiled format that facilitate review and decision making. They are updated as soon as a transaction has received the final level of approval. The position control inquiries are:

Position Authorization Inquiry (QPAT) - Displays the total number of incumbents and full-time equivalents (FTEs) authorized for a fiscal year as well as the number that are filled and vacant.

Position Roster (QPSR) - Displays a detailed history of past and current incumbents of a position, including employee ID, appointment ID, Effective and Expiration Dates, Status, Title and Sub-title.

Position Status Inquiry (QPST) - Displays a detailed listing of position statuses (e.g., ACTVA, HOLD, INACT, etc.).

Position Folder (QPSTF) - Provides a quick reference for looking up position information.

Positions by Title Inquiry (QPTL) - Displays position information, including Title, Sub-title, Position Number, Short Description, Status, Authorized Incumbents and FTE, Filled Incumbents and FTE, and Overfill Authorization.

Title Categories for Title (QTCT) - Displays all of the title categories that a title is included in.

Position Agency Budget Inquiry [Months 1-6] (QPAB) - The Position Agency Budget Inquiry [Months 1-6] (QPAB) displays agency-wide budget vs. actuals by expense category for the fiscal months one through six.

Position Agency Budget Inquiry [Months 7-12] (QPA2) - The Position Agency Budget Inquiry [Months 7-12] (QPA2) displays agency-wide budget vs. actuals by expense category for the fiscal months seven through twelve.

Position Organization Budget Inquiry [Months 1-6] (QPOB) - The Position Organization Budget Inquiry [Months 1-6] (QPOB) provides rollup reporting by displaying an organization-wide budget vs. actual for each expense category for the fiscal months one through six.

Position Organization Budget Inquiry [Months 7-12] (QPO2) - The Position Organization Budget Inquiry [Months 7-12] (QPO2) provides rollup reporting by displaying an organization-wide budget vs. actual for each expense category for the fiscal months seven through twelve.

POSITION CONTROL INQUIRIES

- Position Authorization Inquiry (QPAT)
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- Position Status Inquiry (QPST)
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- Position Organization Budget Inquiry [Months 1-6] (QPOB)
- Position Organization Budget Inquiry [Months 7-12] (QPO2)
- Position Budget vs. Actuals [Months 1-6] (QPBA)
- Position Budget vs. Actuals [Months 7-12] (QPB2)

POSITION CONTROL PROCESS

Position Control Inquiries

Position Budget vs. Actuals [Months 1-6] (QPBA) - The Position Budget Versus Actuals [Months 1-6] (QPBA) window displays budgeted units and/or dollars vs. actual expended units and/or dollars over the first six months of a fiscal year for each expense category.

Position Budget vs. Actuals [Months 7-12] (QPB2) - The Position Budget Versus Actuals [Months 7-12] (QPB2) window displays budgeted units and/or dollars vs. actual expended units and/or dollars over the second six months of a fiscal year for each expense category.

Now that you have had a brief overview of the Position Control process, lets review the Reference Tables in the next topic.

NOTES